

FILE

Personnel 16

18 APR 1968

MEMORANDUM FOR: Building Emergency Officer, Printing
Services Building

SUBJECT : Fire Evacuation Plan-Printing Services Building

1. Thank you for the copies of your Fire Evacuation Plan, which incorporates the ideas we recently discussed and which has our approval and that of the Agency Safety Officer. Although it is not necessary to include the following information in the plan itself, we need for our records the badge number, home phone number, and room number of yourself and your alternate, [] and the same information on your Night Evacuation Officer and his alternate.

2. Concerning your question as to keeping up to date Attachment 1-Day Emergency Plan and Attachment 2-Night Emergency Plan, we would urge that you fill vacancies of warden personnel as soon as they occur, but we would require a complete roster only semi-annually. However, [] and I would appreciate being advised promptly of any changes in the information requested in the paragraph above, particularly when there is a new incumbent of one of these key positions.

[]
Senior Emergency Planning Officer

cc: Safety Officer

MRW:klm (18 April 68)

Distribution:

Orig - Adse

cc - As noted

1 - DD/S Subject

1 - DD/S Chrono

1 - MRW